



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

DATE: August 14, 2009

SPED 09-11

TO: Special Education Directors
Charter School Administrators
Secure Care Facility Administrators

FROM: Colette E. Chapman, Deputy Associate Superintendent
Exceptional Student Services/Arizona Department of Education

Peggy Staples, Data Management Specialist
Exceptional Student Services/Arizona Department of Education

SUBJECT: **10/01/09 Federal Special Education Child Count Verification and SAIS Reconciliation**

Verification of your **October 1, 2009** federal special education child count will be done via an automated process using a web-based application available to Public Education Agencies (PEAs). This web-based application is accessible through ADE's Common Logon System. The Common Logon page can be accessed by either going to the ADE website at: www.ade.az.gov and clicking on the Common Logon link or directly at www.ade.az.gov/commonlogon/. From this online application entitled ESS Census Verification, you will be able to access your October 1, 2009 verification letter and SPED07 report for FY 2010 (available after the verification letter due date). A hard copy of the verification letter, with signature from the special education director, business manager or superintendent/charter school director must be submitted to ADE/ESS by all PEAs. ***Failure to do so may result in an interruption of your federal funds and may impact your PEA determination.***

This process will commence on October 5, 2009 and the instructions on how to complete this verification process will be available on the home page of the application.

In addition to verifying your 10/01/09 special education counts, IDEA requires a count of all students enrolled in private schools within a **district's** boundaries and those who were homeschooled on 10/01/09. This figure will be used to calculate LEA entitlement allocations for FY 2012.

Verification letters are due to ADE/ESS by **Friday, November 13, 2009**.

Verified counts must be reconciled in SAIS by **Friday, December 18, 2009 at 4:00pm**.

If you have any questions or concerns regarding this verification/reconciliation process, please contact:

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OR

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cc: Teddy Dumlao, Director of Operations Support, School Finance
Dorothy Wodraska, Program Specialist, Juvenile Justice Services Division
DeAnna Rowe, Executive Director, Charter School Board
Rebecca Gau, Vice President for Research and School Quality, Charter Schools Association
ESS Specialists
System Training and Response Team (STaR)
County Superintendents
County Jails